

Printing LEAP/SLEAP Forms and Reports

Scope

The SFA LEAP/SLEAP Financial Partners Channel is required to keep certain forms and reports on file. The following section lists instructions for printing forms and reports. The following forms and reports are required to be maintained on file:

- Application Certification Page
- Signed Drug-Free Certification Page

Policy

N/A

Responsibility

SFA LEAP Manager

Distribution

Ownership

N/A

Activity Preface

N/A

Printing LEAP/SLEAP Forms and Reports-SFA LEAP Manager

1. Refer to the Create and View Reports procedure to displayed your desired report. The Report: request ID Window appears, displaying the selected LEAP/SLEAP application form.

Report: request ID - 74610

Action Edit Query Go Folder Special Help

Page 1 Font Size 10

Department of Education - SFA

Application to Participate in the LEAPP and SLEAP Programs
(2001-2002 Award Year)

Section A: State Agency and Contact Information

1. State : Arkansas	4. LEAP and SLEAP program contact
	LEAP Axelroth, Phil
	SLEAP Axelroth, Phil
2. Data Universal Numbering Scheme (DUNS) : 809873227	5. Contact (s) E-mail address (es)
	LEAP philax@adhe.arknet.edu
	SLEAP philax@adhe.arknet.edu
3. State agency's name and mailing address : Arkansas Department of Higher Education 448 East Capitol	6. Contact (s) phone number (s)
	LEAP 501-371-2052
	SLEAP 501-371-2052

Go To... < First < Previous Next > Last >|

2. To print the Report, Click the **Special** dropdown **Action Edit Query Go Folder Special Help** and then **Click Copy**, and the report is copied to your default Internet Browser. (Internet Explorer, Netscape, etc). The Internet Browser Window appears:

Department of Education - SFA

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Section A: State Agency and Contact Information

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2. Data Universal Numbering Scheme (DUNS) : 809673227	5. Contact(s) E-mail address(es) : LEAP philax@adhe.arknet.edu SLEAP philax@adhe.arknet.edu
3. State agency's name and mailing address : Arkansas Department of Higher Education 114 East Capitol	6. Contact(s) phone number(s) : LEAP 501-371-2052 SLEAP 501-371-2052

- To save the report as a text file, **Click File** and then **Click Save As** from the menu bar, a Save Web Page Window appears:

Save Web Page

Save in: Zack

File list:

- Doe
- Fullshot
- HPTi
- Anticipated Award Report
- Certification Page


File name: FNDWRR




Save as type: Text File (*.txt)

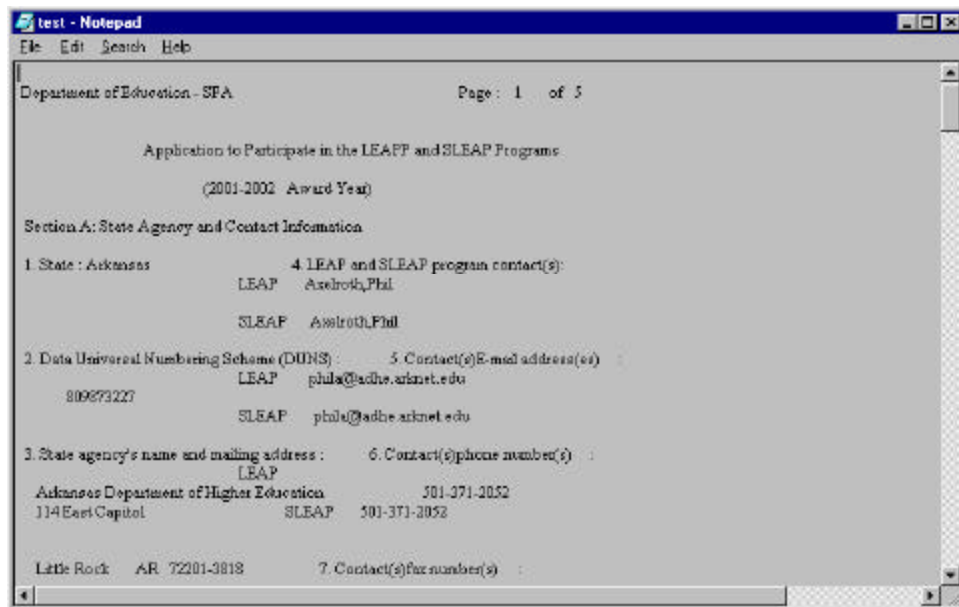
Encoding: Western European (Windows)

Buttons: Save, Cancel

- Type the desired file name into the File name field. (When renaming the file, keep the same name as the report you are printing. Make sure you identify and remember what directory you saved the file to).

Click the  Button in the Save Web Page Window. The Internet Browser Window appears.

5. **Click** on the  Button in your Internet Browser Window to close it. The Report request: ID Window returns.
6. **Click** the  Button to Close the Report request: ID Window. The Requests Window returns.
7. **Click** the  Button on the Requests Window. The Navigator Window returns.
8. Open Microsoft Explorer.
9. Locate the document in the directory you saved it to.
10. **Double Click** on the document. The following Notepad Window appears with your report information:



test - Notepad

File Edit Search Help

Department of Education - SFA Page: 1 of 5

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Section A: State Agency and Contact Information

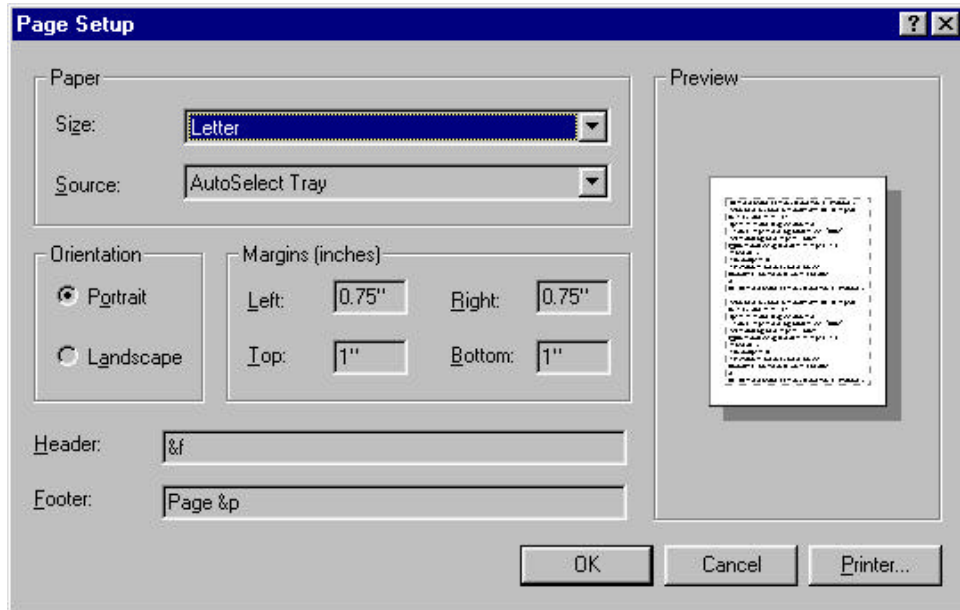
1. State : Arkansas 4. LEAP and SLEAP program contact(s):
LEAP Arebrotz, Phil
SLEAP Arebrotz, Phil



2. Data Universal Numbering Scheme (DUNS): 5. Contact(s) E-mail address(es):
809873227 LEAP phila@adhe.arknet.edu
SLEAP phila@adhe.arknet.edu

3. State agency's name and mailing address : 6. Contact(s) phone number(s):
LEAP Arkansas Department of Higher Education 501-371-2052
114 East Capitol SLEAP 501-371-2052

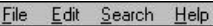
Little Rock AR 72201-3818 7. Contact(s) fax number(s):

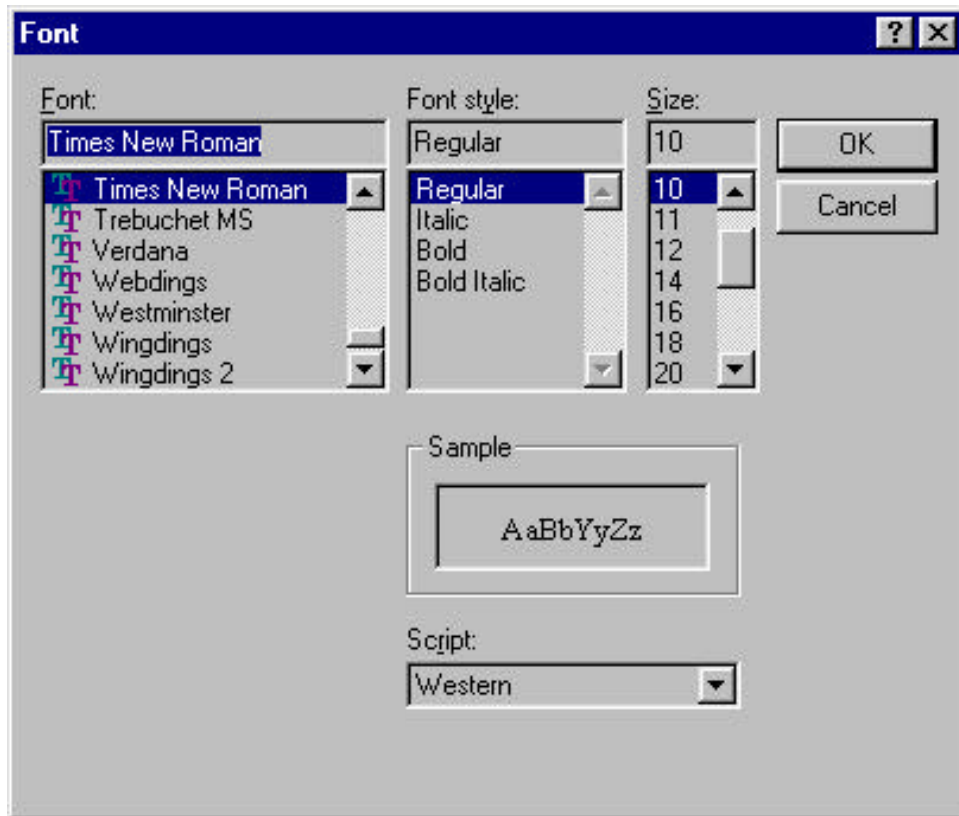
11. From the Notepad Window **Click File**  and then **Page Setup**, the following Page Setup Window appears:









12. **Click** the Landscape button  to change your print view and then Click the  Button.

FYI: Depending on the type of printer driver you are using, you might not have to select the Landscape configuration as indicated above to ensure the text prints correctly on the page.

13. **Click Edit**  and then **Set Font**, the following Font Window appears:



14. **Select Times New Roman** from the Font: section and then **Select Regular** from the Font style section and **Select 10** from the Size: section and then **Click** the  Button.
15. **Click File**     and then **Print** to print your report.
16. **Click** on the  Button in the upper right portion of the Notepad Window to **Close** it. This will take you back to the SFA LEAP Manager Window.

End of activity.

